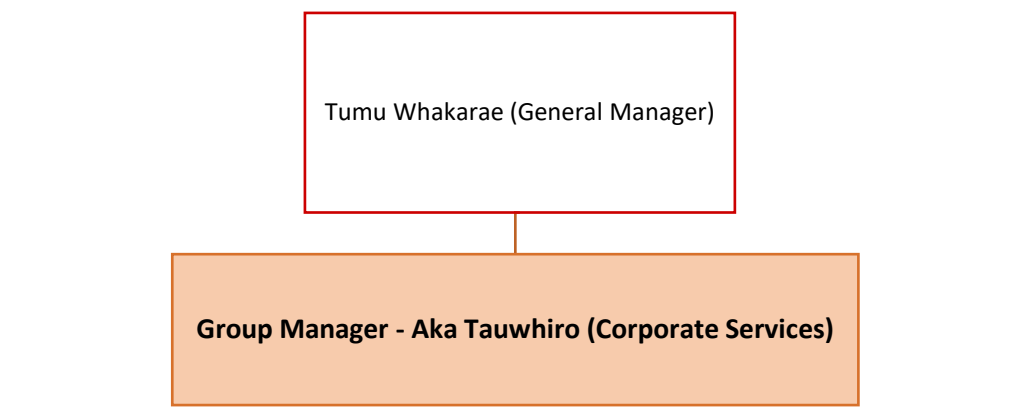


RAUKAWA CHARITABLE TRUST

Position Description

POSITION TITLE	Group Manager, Aka Tauwhiro (Corporate Services)
LOCATION	Tokoroa, South Waikato
REPORTS TO	Tumu Whakarae (General Manager)
PURPOSE OF POSITION	To provide strategic leadership and management across the Corporate Services Group; ensuring the delivery of effective, efficient and value added services, systems and processes to the whole organisation which will contribute to the achievement of RST's vision and goals.
RCT VISION	Raukawa kia mau, kia ora! - A thriving Raukawa iwi.
RCT MISSION	To deliver outstanding cultural, social and environmental outcomes to ngā uri o Te Poari Matua o Raukawa.
RCT VALUES	Tika – working with integrity Pono – working toward the vision/genuine intent Aroha – compassion and regard for others

REPORTING STRUCTURE



DIRECT REPORTS

- Finance Team
- Business Information Team
- Communications Team

RELATIONSHIPS

Internal

- Tumu Whakarae
- Executive Management Team
- RCT Staff
- Raukawa Uri and Marae
- Kaumatua Kaunihera, Koroua and Kuia
- RCT, RST, RSTL, RAHC & RIDL

External

- Auditors
- Fund Managers
- Stakeholders
- Funding agencies
- Lawyers
- Consultants
- Government / Local government agencies
- Community Organisations
- Other Iwi groups

AUTHORITIES	
Area	Authority Level
Financial Responsibilities; Budgets and Decision-Making	Delegated authority to sign for purchase of goods and services as per the Delegations Policy.
Staffing	Lead and manage the Corporate Services Group.
Signing Correspondence	As delegated by the General Manager.
Media Communication	As outlined in the Social Media Marketing Policy

KEY ACCOUNTABILITY	PERFORMANCE GOALS
Strategic Leadership	<ul style="list-style-type: none"> • To be responsible for the development of strategic goals, future direction and growth of Raukawa Corporate Services and related disciplines consistent with Raukawa's vision, mission and strategic priorities. • Assist the RCT and RST Boards with strategic leadership. • Identify future strategic and innovative implementation of opportunities for the organization that enable effective, efficient and successful long term delivery of services. • Lead the improvement of systems and processes within the Group by using influence and advocacy both internally and externally. • Develop and maintain strategic networks to enable successful long-term delivery of services.
Delivery of Corporate Services	<ul style="list-style-type: none"> • Develop, manager and monitor the delivery of the group's Annual Plan each year including all disciplines of the Corporate Services Group: <ul style="list-style-type: none"> ○ Financial operations ○ Administrative operations ○ Communications ○ Information Communication Technology (ICT) ○ Asset / Resource management ○ Quality Assurance & Control functions • Contribute strategically to ensure that services are fit for purpose, appropriately aligned and resourced to meet the

KEY ACCOUNTABILITY	PERFORMANCE GOALS
	<p>needs of the organization and obligations to key stakeholders.</p> <ul style="list-style-type: none"> • To be responsible for high-level corporate contract management negotiation and advocacy including but not limited to: <ul style="list-style-type: none"> ○ All buildings and facilities ensuring that facilities are fit for purpose, provide value for money and are in compliance with relevant codes. ○ All organisational vehicles. ○ Telecommunications. • Review, redevelop and implement a Communications Strategy that optimizes Raukawa brand awareness and maintains consistency of promotional collateral. • Provide advice and guidance to the organisation on the development and application of policy and strategic decisions relating to Corporate Services. • Ensure that ICT Infrastructure within the organisation supports and enables effective and efficient long term delivery of services. • Lead the development, implementation and delivery of data management and business tools, policies, processes and methods to ensure that data is trusted, secure and accessible. • Lead the development, implementation and management of a quality assurance, control and compliance function. • Contribute to assigned organisational audits. • Ensure the most effective use of staffing, financial and non-financial resources across the group to deliver services and reduce inequalities. • Ensure that the services provided by the group are delivered in accordance with contractual obligations or report issues and gain agreement on changes with the General Manager and relevant provider. • Identify, manage and escalate operational and strategic risks as appropriate. • Report on group performance and progress as per organisational requirements.
<p>Group Leadership</p>	<ul style="list-style-type: none"> • Foster a highly motivated, efficient and innovative team, including the empowerment of employees to plan and monitor operational workflows, whilst providing supervision and leadership as required. • Recruit and induct, coach and mentor team in an ongoing and positive manner in accordance with the organisational competency framework. • Ensure that the Group has tailored learning and development plans and up to date performance agreements to meet current and future group needs and requirements • Ensure compliance with the organization’s human resources policies including recruitment and performance management

KEY ACCOUNTABILITY	PERFORMANCE GOALS
Financial Management	<ul style="list-style-type: none"> Regularly and accurately report on the Group budgets through the organisations reporting systems to ensure financial transparency and accountability to the Board for all aspects of the groups business activities. Manage the financial operations of the organisation, ensuring compliance with organisational financial policies, business rules and guidelines, and legal obligations Regularly and accurately deliver and report on the organisations budgets, forecast and financial reports through relevant reporting systems Ensure that the organisations potential for cost efficiencies are identified and communicated to the General Manager Accurately plan, monitor and forecast spending and escalate issues to the General Manager in a proactive manner Exercise and comply with financial delegations, including managing within agreed budgets Manage, report on and escalate any possible financial risk including fraud, suspicious transactions or behaviour.
Relationship Management	<ul style="list-style-type: none"> Strategically align the group to work collaboratively with stakeholders in order to maximize and identify future strategic and innovative funding opportunities. Develop and maintain effective relationships with existing key alliances / stakeholders that will contribute to the achievement of Raukawa's strategic vision and priorities. Develop and maintain effective relationships with key internal stakeholders and peers. Attend and actively participate in Executive Management Team meetings and monthly staff hui.
Health & Safety	<ul style="list-style-type: none"> Promote a positive Health and Safety culture in the workplace Take responsibility for ensuring that Workplace Health and Safety obligations are met Lead and promote Health and Safety initiatives by acting as a role model Ensure Group compliance with Raukawa Charitable Trust Health & Safety policies, procedures and systems
Team Support	<ul style="list-style-type: none"> Attend monthly board staff hui and team hui. Actively contribute to the development of the Health and Social Services Team. Support and empower the management team and celebrate team success in order to create and foster a harmonious team culture.
Training	<ul style="list-style-type: none"> Participate in training and development opportunities identified including that which is related to Health & Safety Take initiative to identify training and development opportunities for self.
Additional Tasks	<ul style="list-style-type: none"> Carry out any other duties that can reasonably be requested from time to time within the framework of this position and the skills, training and experience of the incumbent.

PERSON SPECIFICATION

- A relevant degree qualification or equivalent in finance and/or management
- Previous senior management experience in a senior multifaceted role
- Proven ability to lead, manage and deliver organisational objectives from development to successful completion
- Proven ability to build and maintain effective relationships with a wide range of high level external stakeholders
- Demonstrated ability to adopt a customer service approach and business partner orientation
- Demonstrated ability to negotiate commercial contracts
- Proven ability to build and lead effective teams, including managing poor performance
- Proven ability to manage change projects
- Proven ability to effectively communicate, negotiate, persuade and influence
- Proven experience in financial management, reporting and forecasting
- A basic understanding of Te reo me ona tikanga Māori is preferable
- Respects, values and works in partnership with stakeholders in a manner consistent with the Treaty of Waitangi.
- Familiar with and demonstrated compliance with Health & Safety policies and procedures.
- Valid and Full Class 1 driver's license
- Experience working with Iwi/Māori organisations

JOB DESCRIPTION CREATED / AMENDED

- December 2018

SIGNATURES

On behalf of Raukawa Charitable Trust:

(Signature)

____/____/____
(Date)

Employee:

(Signature)

____/____/____
(Date)